

**Staff Assistant
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=258800>

Downloaded On: Jun. 27, 2025 11:08pm

Posted Jun. 27, 2025, set to expire Aug. 4, 2025

Job Title Staff Assistant
Department Gifted Math Program
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 27, 2025

Application Deadline 06/25/2026
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Gifted Math Program Staff Assistant

Position Information

Position Title: Gifted Math Program Staff Assistant

Department: Gifted Math Program

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57757>

Job Type: Part-Time

Posting Detail Information

Staff Assistant
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Position Summary

The [Gifted Math Program](#) housed under the [Graduate School of Education](#) at the [University at Buffalo](#) is seeking to hire a **Gifted Math Program Staff Assistant** who will be reliable and competent at general office skills and able to post and share items on program social media sites. Candidate should be able to communicate clearly and respectfully with diverse populations.

Duties will include but not limited to:

- Assisting with updating records.
- Assisting with events, including staff events, new student orientation, math contests, and graduation.
- Assisting with preparation and mailing of documents including newsletters, admissions mailings, and grade reports to schools.
- Completing general office tasks such as supply ordering, filing, shredding, and processing mail.
- Posting and sharing items on social media.

We seek someone with excellent interpersonal skills and the ability to communicate effectively both orally and in writing. Additionally, strong attention to detail, policy, process and procedure.

This position is part time. Hours will be Monday & Wednesday 9:00 a.m. - 2:00 p.m. (10 hours per week).

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Associate degree with 2 years of experience **or** bachelors degree.

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Preferred Qualifications

- Social media or Mathematics Education background

Physical Demands

Once or twice a year would need to help distribute books to students

Salary Range

\$25.00 per hour

Special Instructions Summary

This position is part time. Hours will be Monday & Wednesday 9:00 a.m. - 2:00 p.m. (10 hours per week).

Is a background check required for this posting?

No

Contact Information

Contact's Name: Anne Izydorczak

Contact's Pronouns:

Contact's Title: Gifted Math Program Co-Director

Contact's Email: aemartin@buffalo.edu

Contact's Phone: 716-645-4467

Posting Dates

Posted: 06/25/2025

Deadline for Applicants:

Date to be filled: 08/06/2025

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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